

# CAREER OPPORTUNITY



## SARATOGA COUNTY DEPARTMENT OF PERSONNEL SARATOGA COUNTY PUBLIC DEFENDER

### **Appellate Defender**

**SALARY: \$44.39/HR 17.5 hours a week**

This position will work under the general guidance of the Conflict Defender in preparing and arguing appellate briefs as well as all the steps for the appeals process for Public Defender clients. Incumbents in this position must possess excellent knowledge of New York State appellate process; court and administrative procedures, including comprehensive knowledge of the laws of New York, state and federal constitutions; statutes and judicial decisions; state, county and municipal administrative regulations; court rules, including rules of evidence, criminal, civil and juvenile procedural rules, and rules on appeal; legal research techniques and resources; relevant citation and cite-checking sources; legal forms; principles of judicial review and grammar rules. With the ability to identify, organize, research and analyze complex legal issues; to communicate in clear, cogent and concise legal writing and effective oral expression; to read voluminous records on appeal, legal argument and authorities; to maintain effective and confidential relationships with all court personnel; to work independently and effectively under deadline and; to demonstrate a degree of insight, thoroughness and reliability sufficient to merit the confidence of the appellate bench.

### **MINIMUM QUALIFICATIONS:**

Possession of a current license to practice law in New York State and experience writing and arguing appeals.

#### **SUBMIT RESUME/APPLICATION TO:**

Margaret McNamara, Director of Personnel  
Saratoga County Personnel Department  
40 McMaster Street  
Ballston Spa, New York 12020

**Applications accepted until January 22, 2016.**

"An Equal Opportunity Employer with an Affirmative Action Program"

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